

WEST VIRGINIA INFORMATIONAL LETTER

NO. 30

January, 1985

TO: ALL INSURANCE COMPANIES LICENSED TO TRANSACT BUSINESS IN
THE STATE OF WEST VIRGINIA

RE: AGENT LICENSING PROCEDURES

This is to advise several procedural changes in the AGENT LICENSING area in West Virginia. Please forward copies of this directive to all personnel within your company who are involved in licensing agents in West Virginia.

Effective immediately the Agent Licensing Section of this Department will begin accepting the Monthly Report of Appointment & Terminations (Form RNS-6) at any time during the month. Previously, this report was submitted between the 1st and the 10th of each month due to the batch keypunch system which was in use. We now have on-line computer capabilities and are in a position to process these forms within ten (10) working days of receipt.

We request, however, that you attempt to consolidate appointments and terminations as much as possible on one form and submit one a week. Please avoid daily submission of these forms.

Several other points bear repeating:

1. DO NOT back-date appointments or terminations more than one month from the time the form is being submitted.
2. DO NOT appoint Non-Residents on this form. Consult licensing instructions for proper form information.
3. A self-addressed return envelope **MUST** be enclosed with each RNS-6 submitted. The acknowledged (yellow) copy will be returned in that envelope.

Review the back of the RNS-6 for additional "dos" and "don'ts" for submitting these forms.

In light of the revised RNS-6 procedures we are altering our retention period for these forms in our files.

Commencing with the completion of the 1985 renewals and continuing each year thereafter we will purge our files of the previous license years RNS-6 forms. The renewal computer print-outs which are mailed to all insurance companies every April for review, correction and return each license year will serve as the official records of this Department. This will require a very thorough review of your records each year when the

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renewal instructions and print-outs are sent from this office. The approved renewal will serve as the complete list of agents appointed to represent your company.

Please contact Agent Licensing at (304) 348-3386 if you have any questions on licensing procedures.

Richard G. Shaw
Insurance Commissioner